

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES  
POLICY AND PROCEDURE

SUBJECT: PSYCHIATRIC ASSESSMENT SERVICE

NUMBER: NN-PC-AD-03

Page 1 of 3

ORIGINAL DATE: 12/05/02

REVIEW/REVISE DATE: 10/05/06, 10/15/09, 8/16/12

APPROVAL: Cody L. Phinney, Agency Director

~~~~~

I. PURPOSE

To establish procedures for Northern Nevada Adult Mental Health Services (NNAMHS) Psychiatric Assessment Services (PAS) for admission to outpatient services

II. POLICY

NNAMHS will provide an admission intake evaluation by a qualified mental health professional. This includes a comprehensive psychiatric assessment and appropriate referrals.

III. PROCEDURE

1. During the business hours of the PAS, the following procedures will be followed:

- a. All individuals presenting to the PAS for services will be greeted by the receptionist and given a contact/triage form and admission packet to complete.
  - b. A clinical professional will triage each individual within 15 minutes of arrival to ensure that the individual is seeking provided mental health services, is not a danger to self or others, is a Washoe County resident, does not have access to other mental health providers through insurance benefits, and is not carrying a weapon. In the case of an emergency, all individuals regardless of their residency or insurance status will be assessed for immediate services, and then referred to the appropriate providers for continued services.
  - c. After the admission packet is completed, the individual will be opened to Ambulatory Services.
  - d. The Financial Benefits Department will screen all individuals for Medicaid, Medicare, and private insurance. If the individual has Medicaid HMO or other insurance that provides mental health coverage, a list of community resources will be provided.
  - e. Each individual will be seen in order of triage priority for a health screening assessment and an intake assessment.
  - f. Based on the information obtained during the various assessments, individuals will be referred by the clinicians to NNAMHS outpatient services, community services, or a more intensive level of care, such as, the POU.
  - g. As referred by the clinician and following the guidelines of the specific NNAMHS outpatient programs, appointments will be given.
2. When the PAS is closed, the following procedures will be followed:

- a. If it is not an emergency, anyone seeking outpatient services will be given information regarding the PAS business hours and asked to return during those hours.
- b. If the individual who is seeking services presents to anyone on the NNAMHS campus and expresses and/or is observed to be an emergency, the individual will be escorted to the POU entrance or other arrangements will be made to ensure safety.
- c. The nursing shift supervisor or designee will be notified to evaluate and refer to appropriate services.